

By Mail

**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.
BHUBANESWAR-22.**

No. 188/EN /OPHWC

Dated 17.04.2017

**Circular on inspection of various posts in The Odisha State Police
Housing & Welfare Corporation Ltd., Bhubaneswar.**

It is felt to issue a fresh circular/guideline on the basis of AG Audit observations done for last five years with a view to improving the supervision by various senior officers of the Corporate Office.

1. C.M.D.

There is no mention about the inspections by the CMD in the OAM. It has been found that due to non-inspection of Division Offices in previous years, lots of projects had exceeded cost-wise/time-wise unfortunately. Hence, there is necessity of inspection of all Division Offices work in every Financial Year. Accordingly, a format is being issued to all Divisions which will be followed up subsequently for compliance from senior officers of Head Office etc.

2. Chief Engineer

As per Clause No. 2.3.8 and 2.3.9 of OAM, the Chief Engineer has started inspecting of Division Offices in 2016-17 which has been appreciated by AG Audit as it was the first case in the Corporation. The Chief Engineer has already prescribed a format which has been circulated to all Divisions. The Chief Engineer may further improvise the format on the basis of AG Audit observations. He will please supervise Monitoring Section works with special emphasis of Judiciary and Police projects. He will supervise the issue of tender work orders for more than Rs. 50.00 lakhs. He will ensure operationalism of MM module in ERP & SAP system from 2017-18.

3. GM(Tech)-cum-SE

In addition to responsibilities of GM(Tech)-cum-SE as per OAM, he is entrusted with inspection of all Sub-Division Offices at micro-level, once in every Financial Year and report the observation to Chief Engineer and CMD. Besides, he will monitor personally all ongoing projects of Prisons, Fire Services and OSRTC Bus Stands(issue of revised estimate, work order, receipt of funds and completion of the projects in time etc.). He will supervise and scrutinize of all on-going projects of Dy. Manager(Monitoring) Section and see that rescission orders/EOT/revised work orders are issued timely. Besides, he will supervise timely issue of tender and work order in F2 contracts as well as K2 work orders (within 50.00 lakhs). He will also supervise high value projects (Rs. 2 to 5 crores).

4. Financial Advisor

In addition to responsibility as per OAM, the Financial Advisor is requested to follow up the following work specifically viz. para-wise audit compliances of all Divisions/Head Office in time; correspondences with Users on UC/fund position/tender premium-savings/contractors profit/committed liabilities etc. particularly every month/quarter.

He will scrutinize recoveries from defaulting APM/DM/JM and look after all allegations as head of Internal Vigilance Wing, promptly.

5. Company Secretary

He will monitor duty of each APM of Monitoring Section once in every fortnight. He will also monitor the work of Despatch/Receipt Section every fortnight. He will ensure supervision of EMD Section, Establishment Section and ERP-SAP module. He will monitor all projects of CSR scheme & its successful implementation.

Sd/-

Chairman-cum-Managing Director

Memo No. 189/EN/OPHWC

Dated 17.04.2017

Copy to the Chief Engineer(Civil)/G.M(Tech.)-cum-SE/Financial Advisor/Company Secretary/All Jt. Managers(9)/Jt. Manager(Monitoring), OSPH&WC for information and necessary action w.e.f. 17.04.2017.



Chairman-cum-Managing Director